

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Clerk / Cashier

DEPARTMENT: Beaver County Recreation & Tourism Department
Update 8/2018

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Under direct supervision, the purpose of this position is to:

Answer phones in proper and courteous manner.

Provide clear and concise information to customers.

Handle tennis reservations over the phone and ring-in payments for tennis center usage.

Handle phone / walk-up reservations and payments for shelters.

Handles reservations and payments for ice time usage.

Register hunters to hunt the County Parks.

Ring-in skate sharpening and skate rental payments in register. Provide receipt to customer to be presented to staff in skate rental.

Assign locker rooms to hockey teams using the board.

Clear and balance the cash register at the end of every shift.

Handle mailing for the Tourism Department.

Interact with the public in a courteous and polite manner

Establish and maintain effective working relationships with supervisor and co-workers.

Arrive to work on time for assigned shift and punch in and out for every shift.

Work a flexible schedule.

Read and write.

Follow call off and time off request procedures.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by up to 6 months previous experience and/or training, or an equivalent combination of education, training, and experience.

Act 33/34 Clearance
CPR/AED
Blood Borne Pathogens
Child Abuse Awareness

Environmental Factors: Tasks are regularly performed in a cold and noisy environment without exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Receives immediate supervision from Facility/Program Manager or Director. No supervision exercised.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and /or pulling of objects and materials of light weight 0-20 pounds.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed in a cold and noisy environment without exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes,

machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.